

RESOLUTION NO. 84-2020
AMENDING PERSONNEL POLICIES AND PROCEDURES
BOROUGH OF SEA BRIGHT

Councilmember Keeler introduced and offered for adoption the following Resolution; seconded by Councilmember Leckstein:

WHEREAS, it is the policy of the Borough of Sea Bright to treat employees and prospective employees in a manner consistent with all applicable Federal and State employment laws and regulations; and

WHEREAS, on May 7, 1996 the Borough Council adopted Ordinance No. 39-1996 establishing the personnel Policies and Procedures Manual/Handbook for Borough employees; and

WHEREAS, the provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Sea Bright; and

WHEREAS, the Borough of Sea Bright hereby amends the Personnel Policies and Procedures Manual as follows:

Chapter Three - Paid and Unpaid Time Off Policies, Section C – Vacation Leave Policy, amend the following paragraph:

*"Extra compensation instead of unused vacation will not be permitted. In special circumstances with the approval of the Borough Personnel Committee and the Department Head, annual vacation leave not to exceed five (5) days may be carried into the next calendar year and must be used by ~~March 31~~ **June 30** or shall be forfeited. Any leave thereafter will be cancelled."*

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey that the Personnel Policies and Procedures Manual is hereby amended as hereinabove stated; and

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail; and

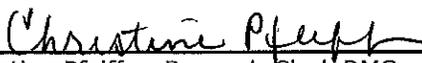
BE IT FURTHER RESOLVED that the Borough Administrator is responsible for these employment practices and the Municipal Clerk and Finance Manager shall assist the Borough Administrator in the implementation of the policies and procedures in this manual.

Roll Call:	Birdsall,	Catalano,	Keeler,	Leckstein,	Rooney,	Schwartz
	Yes	Yes	Yes	Yes	Yes	Yes

March 16, 2020

CERTIFICATION

I, Christine Pfeiffer, Borough Clerk do hereby certify that the foregoing is a resolution adopted by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, at a Council Meeting held on March 16, 2020.



Christine Pfeiffer, Borough Clerk RMC